

- **Time Off Program**

A non-monetary award initiated by an RL or ORP employee which is granted to either an RL/ORP employee, group of employees, or other Federal employee(s) outside RL/ORP. The contribution recognizes a superior accomplishment or other effort that contributes to the quality, efficiency, or economy of Government operations. Awards may be granted for one hour up to 40 hours per contribution. Employees may receive up to 80 hours in a 52-week period and have 52 weeks from receipt of the award to take advantage of the time off.

An informal honorary award initiated by Recognition is for a specific contribution related to official employment.

Nomination Process

1. Complete a Time-Off Nomination Form, including a description of the contribution, date of achievement, and resultant benefits. Please obtain the appropriate signatures and team leader or supervisory approval. If the recipient is not in the same division as the submitter's supervisor, the recipient's supervisor must also approve the Time Off award by signing the form appropriately.
2. Send or bring the form to the Awards Administrator, Rm. 100, Federal Building, Mail Stop A1-55.
3. HRM processes the nomination.
4. HRM notifies you via email or telephone when the paperwork is ready to be picked up (a minimum of 48 hours notification is needed to fully process the paperwork).
5. Pick up the award package which contains a copy of the nomination form and the Time Off Certificate.
6. Obtain the proper signature on the certificate.
7. Arrange for presentation to the recipient.
8. Recipient's next Earnings, Leave and Benefits Statement will reflect the award and the expiration date.

Note:

- Team Leaders, that have been delegated authority to sign off on time-off awards, may approve up to one workday without further review or approval for their supervisor.
- Supervisors must approve time-off awards for more than one workday.
- Supervisors have the authority to initiate and approve time-off awards for up to 40 hours without further review or approval from the next level of management.